

Report for Week Ending 5 March 1958
from

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1. Contributions (Intangible)

- 25X1A9a a. Arranged for the preparation of a visual aid and assisted at Mr. [REDACTED] DD/S presentation on records management.
- b. Prepared a memorandum recommending that present stocks of Bullfrog brand "letterex" be returned to GSA and replaced by manifold sets procured from outside sources.
- c. Prepared an announcement of the American University Extension Course in Records Management, for distribution at the 6 March ARO meeting.

2. Projects Active

- a. Revision of RMS Files - 65% complete.
- b. ES 58-303, Use of Adjustable Steel Shelving for Unclassified Material. Received price quotations for a Diebold Add- A- Shelf unit which could be used in lieu of adjustable shelving. Prices are considerably lower than those for steel and wood book cases.

3. Projects - Inactive

- a. Graphics Register Film Index.

4. News

- a. Eight members of RMS attended the O&M Conference, 3 March.

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